

EMPLOYMENT APPLICATION



Human Resources Department
4755 S.W. Griffith Drive
P.O. Box 4755
Beaverton, OR 97076-4755
Voice / TDD (503) 526-2200
Fax No. (503) 526-2572

Position Applied For			
Name		First	MI
Address		Number	Street
City		State	Zip Code
Home Phone ()		Business Phone ()	Message Phone ()
Social Security Number — —		Drivers License No.	State Expiration Date

How did you learn about this position?	Are you willing to accept:
	Temporary work <input type="checkbox"/> Part time work <input type="checkbox"/> Job share <input type="checkbox"/>
PC skills (list software) _____	
Special licenses, training, certificates, or memberships _____	

Education: Circle Highest Year Completed 8 9 10 11 12 GED College 1 2 3 4 5 6 7 8

NAME AND LOCATION OF SCHOOL		YEARS COMPLETED	GRADUATED		TYPE OF DEGREE DIPLOMA, OR CERTIFICATE	COURSE OF STUDY / MAJOR
			YES	NO		
HIGH SCHOOL OR G.E.D.						
COLLEGE OR UNIVERSITY						
MILITARY/ TECHNICAL ETC.						

- Have you been discharged or requested to resign from any position? If yes, explain here: _____
- Have you ever been convicted of a felony or a crime. A conviction record will not necessarily disqualify you for employment
 Yes ☐ No ☐. If you answered yes, please describe fully the criminal conviction(s), listing the nature of the offense, year occurred, and outcome. _____
- Are you able, at the time of employment, to submit verification of your legal right to work in the U.S.? Yes ☐ No ☐. If hired, you must complete the I-9 form required by the U.S. Immigration and Naturalization Service no later than three (3) business days after your date of hire.

Experience: Please list your previous employment beginning with your most recent experience. You may include all applicable military, non-paid or volunteer work. If you held more than one position with the same employer, list each separately. Use additional sheets if necessary. You may include a resume but the employment application information must also be completed.

May we contact your present employer ?

Yes ☐ No ☐

MONTH / YEAR	Title	Hours / Week:	Employer:
	Duties		Supervisor:
From: _____			Street:
To: _____			City / State:
Total Yrs: _____			Phone:
Months: _____			Reason for leaving:
	Last Salary (Monthly) \$		

MONTH / YEAR	Title	Hours / Week:	Employer:
	Duties		Supervisor:
From: _____			Street:
To: _____			City / State:
Total Yrs: _____			Phone:
Months: _____			Reason for leaving:
	Last Salary (Monthly) \$		

MONTH / YEAR	Title	Hours / Week:	Employer:
	Duties		Supervisor:
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MONTH / YEAR	Title	Hours / Week:	Employer:
	Duties		Supervisor:
From: _____			Street:
To: _____			City / State:
Total Yrs: _____			Phone:
Months: _____			Reason for leaving:
	Last Salary (Monthly) \$		

References:		
Name	Phone	Relationship
Name	Phone	Relationship
Name	Phone	Relationship

IMPORTANT: PLEASE READ AND SIGN

- I understand that if I provide false or misleading information on this application, or on other documents in connection with my employment with the City of Beaverton, it will be grounds for terminating my employment, regardless of when it is discovered.
- I authorize the City of Beaverton to investigate my references; to communicate with my former employers; to make an independent investigation of my character, conduct and employment history; and to keep and preserve records of such investigations as it sees fit. Additionally, I release all parties from all liability for any damage that may result from furnishing information in good faith to the City of Beaverton in connection with my application for employment.
- If employed, I agree to read and comply with City policies and procedures.

Applicant Signature _____ Date _____

NAME _____ DATE _____

JOB TITLE _____

MI _____

FIRST _____

LAST _____

CONFIDENTIAL APPLICANT INFORMATION CITY OF BEAVERTON

The City of Beaverton is dedicated to a policy of equal opportunity in employment without regard to race, religion, sex, national origin, age or disability. Reasonable accommodation will be made to enable any qualified, disabled applicant to safely and properly perform the essential functions of the job if hired.

The following information is necessary for the City of Beaverton to evaluate its hiring practices and to prepare reports required by law for the State and Federal government. This information is voluntary and will not be considered in any part of the selection process.

PLEASE CHECK THE APPROPRIATE BOXES AND COMPLETE THE REQUIRED ENTRIES.

SEX ☐ Male ☐ Female **AGE** _____ **DATE OF BIRTH** ____/____/____

SOCIAL SECURITY NO.

ETHNIC BACKGROUND (Check One Only)

- ☐ **AMERICAN INDIAN OR ALASKAN NATIVE** - includes persons having origins in any of original people of North America and who maintain cultural identification through tribal affiliation or community recognition.
- ☐ **BLACK** - not of Hispanic Origin - includes persons having origins in any of the black racial groups.
- ☐ **HISPANIC** - includes all persons of Mexican, Puerto Rican, Cuban, South American, or other Spanish culture or origin, regardless of race.
- ☐ **ASIAN or PACIFIC ISLANDER** - includes persons having origins in any of the original peoples of the Far East, Southeast Asia, the Pacific Islands or the Indian subcontinent. This area includes, for example, China, Japan, Korea, Samoa, India and the Philippine Islands.
- ☐ **WHITE** - not of Hispanic origin - includes persons having origins in any of the original peoples of Europe, North Africa or the Middle East.

SELECTION POLICY

The City of Beaverton is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, marital status, age, or disability in the admission or access to, or employment in, its programs or activities.

The Human Resources Director, 4755 SW Griffith Drive, Beaverton, Oregon 97005, (503) 526-2200, has been designated the EEO Officer and Americans With Disabilities Act Coordinator. Any questions relating to either area, the grievance procedure and associated rights should be directed to the Human Resources Department.

The City of Beaverton is committed to maintaining a safe and healthy workplace free from the influence of illegal drugs. We believe employees have the right to work in a drug-free environment and to work with persons free from the effects of illegal drugs. Any offer of employment will be contingent upon the applicant passing a drug screening test which tests for current use of illegal drugs. In addition some positions may require a physical examination and a criminal background investigation.

The position for which you are applying involves a competitive selection process. All applications will be reviewed by the Human Resources Department. Applicants whose backgrounds appear to most closely match the needs of the particular vacancies will be forwarded to the hiring department for consideration for interview.

The most competitive applicants for a particular vacancy will be interviewed by the hiring department, and a final selection will be made. Due to the extremely large number of applicants and the limited number of job opportunities, a number of applicants do not proceed to the interview phase.

A job application is an important reflection on you. The way in which you complete your application can make a difference in determining whether or not you are selected to be interviewed for a job. If you need assistance in completing this application, please notify a Human Resources Department representative who will provide the necessary accommodation for the application to be completed.

Applications received by the City become the property of the City of Beaverton and cannot be returned. If you have any questions, please feel free to ask our Human Resources staff.

January 1997

AN EQUAL OPPORTUNITY EMPLOYER